

OVERVIEW OF BUDGET**DEPARTMENT: PURCHASING****DIRECTOR: AURELIO W. DE LA TORRE**

	2003-04				
	Operating Exp/ Appropriation	Revenue	Local Cost	Revenue Over/ (Under) Exp	Staffing
Purchasing	1,112,209	10,000	1,102,209.0		18.0
Central Stores	8,306,235	8,510,000		203,765	15.0
Mail/Courier Services	7,870,713	8,100,000		229,287	35.0
Printing Services	2,641,808	2,805,000		163,192	18.0
TOTAL	19,930,965	19,425,000	1,102,209	596,244	86.0

BUDGET UNIT: PURCHASING (AAA PUR)**I. GENERAL PROGRAM STATEMENT**

The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by County Departments and Board-governed Districts. In addition, it is responsible for the management of three internal service programs (Printing Services, Central Stores, and Central Mail Services) through its ISF Divisions. It also manages and arranges for the sale of county surplus property.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	1,139,471	1,140,594	1,092,814	1,112,209
Total Revenue	36,225	5,000	11,390	10,000
Local Cost	1,103,246	1,135,594	1,081,424	1,102,209
Budgeted Staffing		19.1		18.0
<u>Workload Indicators</u>				
Purchase Orders	1,852	2,300	2,400	2,300
Request For Payments	62,797	62,000	66,200	65,000
Requisitions	3,772	4,700	3,500	3,500
Blanket Purchase Orders	1,714	2,000	2,200	2,100
Request For Proposals	120	200	275	300

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS**STAFFING CHANGES**

Staffing changes reflect the reduction of 0.8 Clerk III in the contracts unit as part of the 30% Cost Reduction Plan implemented and net reduction changes of 0.3 due to the conversion of 2.3 Buyer I's to 2.0 Buyer II's in the Purchasing Section.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: General AAA PUR

FUNCTION: General
ACTIVITY: Finance

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	1,068,446	1,099,154	92,879	-	1,192,033
Services and Supplies	170,150	175,124	(69,341)	-	105,783
Central Computer	16,125	14,926	(1,506)	-	13,420
Other Charges	2,187	3,835	-	-	3,835
Equipment	27,366	57,765	(55,600)	-	2,165
Transfers	-	-	183	-	183
Total Exp Authority	1,284,274	1,350,804	(33,385)	-	1,317,419
Less:					
Reimbursements	(191,460)	(210,210)	-	-	(210,210)
Total Appropriation	1,092,814	1,140,594	(33,385)	-	1,107,209
<u>Revenue</u>					
State Aid	195	-	-	-	-
Other Revenue	11,195	5,000	-	-	5,000
Total Revenue	11,390	5,000	-	-	5,000
Local Cost	1,081,424	1,135,594	(33,385)	-	1,102,209
Budgeted Staffing		19.1		-	19.1

PURCHASING

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: General AAA PUR

FUNCTION: General
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PURCHASING

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F	H	G+H	J	I+J
	Board	Recommended	G	H	I	J	I+J
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
					(Adjusted)		
Appropriation							
Salaries and Benefits	1,192,033	(4,401)	1,187,632	-	1,187,632	-	1,187,632
Services and Supplies	105,783	(13,258)	92,525	-	92,525	-	92,525
Central Computer	13,420	-	13,420	-	13,420	-	13,420
Other Charges	3,835	(2,838)	997	-	997	-	997
Equipment	2,165	3,618	5,783	-	5,783	-	5,783
Transfers	183	3,129	3,312	-	3,312	-	3,312
Total Exp Authority	1,317,419	(13,750)	1,303,669	-	1,303,669	-	1,303,669
Reimbursements	(210,210)	18,750	(191,460)	-	(191,460)	-	(191,460)
Total Appropriation	1,107,209	5,000	1,112,209	-	1,112,209	-	1,112,209
Revenue							
Other Revenue	<u>5,000</u>	<u>5,000</u>	<u>10,000</u>	-	<u>10,000</u>	-	<u>10,000</u>
Total Revenue	5,000	5,000	10,000	-	10,000	-	10,000
Local Cost	1,102,209	-	1,102,209	-	1,102,209	-	1,102,209
Budgeted Staffing	19.1	(1.1)	18.0	-	18.0	-	18.0

PURCHASING

Base Year Adjustments

Salaries and Benefits	31,718	MOU.
	59,747	Retirement.
	<u>1,414</u>	Risk Management Workers Comp.
	<u>92,879</u>	
Services and Supplies	(20,424)	4% Spend Down Plan.
	(50,000)	30% Cost Reduction Plan.
	<u>1,083</u>	Risk Management Liabilities.
	<u>(69,341)</u>	
Central Computer	<u>(1,506)</u>	
Equipment	(25,000)	4% Spend Down Plan.
	(30,600)	30% Cost Reduction Plan.
	<u>(55,600)</u>	
Transfers	<u>183</u>	Incremental change in EHAP.
Total Base Year Appropriation	<u>(33,385)</u>	
Total Base Year Revenue	<u>-</u>	
Total Base Year Local Cost	<u>(33,385)</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	(4,401)	Based on net reduction of 1.1 staffing involving deletion of 0.8 Clerk III, deletion of 2.3 Buyer I's and addition of 2.0 Buyer II's. This reduction is offset slightly by step increases.
Services and Supplies	(10,129)	Reduction in purchase of computers.
	(3,129)	GASB 34 Accounting Change (EHAP).
	<u>(13,258)</u>	
Other Charges	<u>(2,838)</u>	Interest reduction on completed lease.
Equipment	<u>3,618</u>	Second year of a five-year lease.
Transfers	<u>3,129</u>	GASB 34 Accounting Change (EHAP).
Reimbursements	<u>18,750</u>	Deletion of reimbursement for vehicle purchase.
Total Appropriation	<u>5,000</u>	
Revenue		
Other Revenue	<u>5,000</u>	Anticipated increase in surplus sales.
Total Revenue	<u>5,000</u>	
Local Cost	<u>-</u>	